

## OFFICE HOURS

(9/13/06)

The Clerk's Office is open daily, except Saturdays, Sundays and legal holidays.  
The following schedule is presently in effect:

<b><u>EVENT</u></b>	<b><u>HOURS</u></b>
Filing of a petition	9:00 a.m. until 4:00 p.m.*
Filing of any other paper, pleading, etc.	9:00 a.m. until 4:30 p.m.*
*Emergency filings will be accommodated, when necessary, outside of these hours on a case by case basis.	
Records review, pulling files for public review, docket review, pulling dockets for public review, public inquiries	9:00 a.m. until 4:00 p.m.
Operator assisted telephone inquiries	9:00 a.m. until 4:30 p.m.
ECF HelpDesk inquiries	9:00 a.m. until 4:00 p.m.
Mail inquiries	All mail inquiries will be processed on an as-received basis

Your cooperation is requested in filing documents accompanied by a filing fee  
(petitions, e.g.) as early in the day as possible, to avoid delays in closing of the  
Court's financial system.